

UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF RETIREMENT AND INSURANCE
WASHINGTON 25, D.C.ADDRESS REPLY TO
"U.S. CIVIL SERVICE COMMISSION
AND REFER TO
FILE RS:HEH:aha
AND DATE OF THIS LETTER

April 13, 1962

[REDACTED]

Government Employees Health Assn., Inc.
P. O. Box 463
Washington 4, D. C.

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With our letter of July 12, 1960 to all carriers under the Federal Employees Health Benefits Program, we transmitted a copy of Departmental Circular No. 1024, Supplement No. 17. This supplement covered procedures particularly pertinent to transferring enrollments from employee status in an agency to "EMPLOYEE-ANNUITANT" or SURVIVOR-ANNUITANT" status in a retirement system.

Based on over a year's experience, the system of transfers between payroll offices by means of SF 2810 has in the vast majority of cases, fulfilled our purpose of providing a means for carriers to reconcile their total enrollment by payroll office segments.

We are again bringing the subject of transfers to your attention because we believe you may have cases in your eligibility records where incompleting transfers need some follow up. For every SF 2810 "transfer out" you receive, you should normally receive a SF 2810 "transfer in." Until eligibility to continue the enrollment is confirmed or denied, the carrier should maintain the enrollment as "Enrollee pending completion of transfer." These incompleting transfers should be included in the quarterly summary of enrollment (Table A-5). However, if the two transfer documents on each transferred enrollment do not balance each other within a reasonable length of time, follow up on your part is required. Subject to reasonably prompt follow up, as explained below, and unless you have information which would indicate that you should not do so, you may assume liability for benefits.

In case an agency "transfer out" to the Civil Service Retirement System is not confirmed by our payroll office 24 00-0002 within 90 days, a request should be directed to the Commission to confirm the status of the eligibility of the enrollee. Please identify the enrollee by full name, date of birth and effective date of agency transfer in your request for enrollment confirmation and address it to:

U. S. Civil Service Commission
Bureau of Retirement and Insurance
Attention: Fiscal Division
Washington 25, D. C.

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In case an agency "transfer out" to another employing agency is not confirmed by the gaining payroll office within 30 days, a request for a SF 2810 "transfer in" should be directed to the gaining payroll office. If you do not have the address of the gaining payroll office, you should contact the office initiating the "transfer out" for the precise address of the gaining employing office so that a follow up can be directed to that office.

Several carriers have brought to our attention that some agencies have processed a few transfer SF 2810's in error. A common mistake occurs where an employee with a self-only enrollment dies. This type of enrollment should always be terminated by the agency. However, some of these single enrollments have been erroneously transferred to the Civil Service Retirement System. Generally, the "transfer out" SF 2810 is processed to the carrier but the Civil Service Retirement System is not informed of this. At the time we process the death claim for a lump sum payment to the estate, we are informed by the agency that no health benefits enrollment is involved. We are very anxious to help you clear up this type of incompleting transfer because it overstates your enrollees. This we will do upon receipt of your request for follow up on incompleting transfers to the Civil Service Retirement System.

We realize our instructions to agencies may be somewhat deficient but we are preparing a manual for their use which will cover enrollment transfers in considerable detail. However, even the best written instructions are not always precisely followed by all of the approximately 2,000 payroll and 10,000 employing offices and we would appreciate your continued cooperation to help maintain accurate eligibility records of the nearly 2 million enrollees under the Federal Employees Health Benefits Act.

Sincerely yours,

Harold E. Hunsaker

Harold E. Hunsaker
Chief, Office of Systems and Audits